



## Careers Education and Guidance Policy

### **1. Introduction**

Careers education is a statutory requirement for all schools with years 7 – 11. This policy outlines the purpose, nature and management of the teaching and learning in careers education in the school

The policy was drawn up by the careers coordinator in conjunction with other staff who deliver careers and PSE (Personal and Social Education) as well as the coordinator of PSE

### **2. The Nature of Careers Education**

Careers education and guidance is an essential part of the preparation of pupils for adult life by raising awareness of the opportunities, responsibilities and experiences that they will or may encounter. It should prepare pupils for the choices, changes and transitions that should affect their future education, training and life as adults in society.

Careers education and guidance is only part of a broader ranging teaching programme for Personal and Social Education and needs to be viewed in that context.

### **3. Entitlement**

All pupils in years 7 – 14 at Ysgol Cedewain will have access to a careers education and guidance programme through a planned programme. Pupils in years 7, 8 and 9 will have their programme delivered as part of PSE lessons. Pupils in years 10 to 14 will have discrete careers education lessons.

The main suggested learning outcomes for careers education and guidance are:

- Self-development: pupils should gain a better understanding of themselves and learn how to develop their capabilities to the full
- Career exploration: pupils should learn how to investigate careers, training and Further Education opportunities post 16/post 19
- Career management: pupils should learn how to develop a career plan. They should then implement their plan

At Ysgol Cedewain we will strive to promote those learning outcomes.

### **4. Implementation**

The delivery of careers education and guidance for years 7, 8 and 9 will be integrated into the PSE programme that the school delivers.

Years 10 – 14 will follow a programme of careers education and guidance in timetabled sessions each week.

In the 6<sup>th</sup> form all pupils will be given the opportunity of work experience matched to their interests and aspirations. This may be in or out of school and will be supervised by school staff at all times.

The Careers service will be fully involved in the delivery of the overall education and guidance package. The Careers Wales personal advisor is also available to offer support at any time whilst at school.

Aspects of a pupils work may be externally accredited.

#### **5. Resources**

The school has developed a careers resource area in the 6<sup>th</sup> form room. The area contains careers leaflets, books on particular occupations and others on general occupational areas. The careers subject lead teacher will maintain resources and update as deemed necessary in conjunction with the senior management team. An action plan will be developed in the subject throughout school

#### **6. Equal Opportunities**

See generic statement

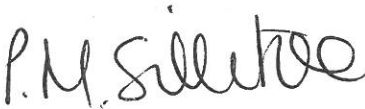
#### **7. Assessment, recording and reporting**

All pupils will have their work in careers education and guidance assessed in line with general school policy. In addition work will be formally assessed to be presented as part of pupils portfolio for accreditation.

Pupils will keep a log of some of the activities they carried out while on work placement. Each placement will complete an assessment on the pupils placed with them.

Parents will be given the opportunity to discuss progress in careers education at annual reviews. The school keeps parents informed of all visits being undertaken by pupils and will accompany pupils at all times. The parents can also make arrangements to meet and speak with their child's personal advisor from Careers Wales if they wish.

This policy will be reviewed at least every 3 years or sooner if any significant changes are made to statutory requirements or programme delivery.

Signed: 

Headteacher

Date:

Signed: 

Chair of Governors

Date: 11/2/18